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Capital Area Metropolitan Planning Organization
Transportation Policy Board
Bylaws
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The Capital Area Metropolitan Planning Organization (CAMPO) is the designated Metropolitan Planning Organization (MPO) for the multi-county central Texas region and must ensure that transportation planning in the urbanized area is satisfactorily coordinated and integrated with other comprehensive planning in the region. These Bylaws spell out the manner in which CAMPO will fulfill its responsibilities as the cooperative transportation decision-making group for the Capital area.

1. STATEMENT OF PRINCIPLES

- A. An efficient, effective, safe and practical system of moving people, goods and services according to their needs in the Capital area is a critical component for the physical, economic and social well-being of the region, its citizens, and business enterprises, now and in the future. Therefore, decisions involving transportation systems and subsystems must consider the environmental, economic and social impacts of the alternatives in the future development of the transportation system.
- B. A transportation system can best be planned on a large-area basis involving city, county, regional, and state jurisdictional responsibilities and a proper mix of various modes of travel.
- C. There are multiple public partners who bring their perspectives and professional expertise to the urbanized regional transportation planning table. This includes counties and cities that have the local responsibility for anticipating and meeting the transportation needs for adequately moving people and goods within their jurisdictions. The Texas Department of Transportation (TxDOT) brings a state connectivity perspective. In addition, duly authorized transportation authorities are responsible for planning, developing, implementing and operating public transportation services in their respective service areas. The Capital Area Metropolitan Planning Organization (CAMPO), in cooperation with TxDOT and operators of publicly owned transit services, is responsible for carrying out the metropolitan transportation planning process in accordance with Section 134, Title 23, United States Code (23 USC 134) and applicable federal and state regulations. CAMPO now has an expanded role in project selection, transportation project programming and project funding.
- D. CAMPO will have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs will lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods.
- E. CAMPO will be the forum for cooperative decision making, will evaluate transportation alternatives and will determine the most desirable transportation system for the Capital area region. It will include elected officials of general purpose local governments (i.e., cities and counties), representatives of entities responsible for highways, toll roads and mass transit improvements as well as statewide elected officials who represent constituencies residing within the CAMPO planning boundary.
- F. CAMPO will make recommendations involving the regional transportation system to the counties and cities, the state, and the authorities for all modes of transportation. Final decisions for implementing the Long Range Transportation Plan (Metropolitan Transportation Plan) will be a cooperative effort between the governing bodies of the counties and cities, the Texas Transportation Commission, CAMPO and the transportation authorities.

2. DEFINITIONS

The following definitions will apply to terms used in these Bylaws:

- A. **METROPOLITAN TRANSPORTATION PLANNING PROCESS.** The transportation planning process is the process of estimating future travel demand, identifying transportation improvement

alternatives and evaluating those alternatives and financial resources to determine the best combination of facilities and services for all modes of travel. The metropolitan transportation planning process includes the development of a long range metropolitan transportation plan (MTP), Transportation Improvement Program (TIP) and a Unified Planning Work Program (UPWP) that will encourage the achievement of community goals by evaluating the environmental, energy, economic and social costs of transportation plans and systems, projecting future travel demands, determining viable transportation alternatives and evaluating these alternatives to determine the optimum combination of all modes of travel to best serve the citizens of the Capital area.

1. Metropolitan Transportation Plan. The Metropolitan Transportation Plan (MTP) is the long range delineation of the highway, transit, bicycle, pedestrian and airport facilities that would serve the projected travel demand for a forecast year at least 20 years into the future. The MTP will include a listing of projects anticipated to be funded over the next approximately 20+ years and be developed consistent with federal guidelines. The MTP will include both long-range and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The MTP will be reviewed and updated at least every five years to confirm its validity and its consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. For purposes of these bylaws, the MTP will be called the Long Range Transportation Plan and must be approved by the CAMPO Transportation Policy Board.
 2. Transportation Improvement Program. The Transportation Improvement Program (TIP) specifies how federal transportation funds are spent in the Capital area for a minimum four-year period. The TIP is a multimodal listing of all transportation projects and programs expected to be implemented as well as projects that are funded but not yet ready for implementation. This includes all projects or programs that are expected to utilize federal funds and those projects or programs which will utilize other funds (state or local), including toll road projects. The TIP will be developed consistent with federal and state laws, regulations and guidelines.
 3. Unified Planning Work Program. The Unified Planning Work Program (UPWP) is a document setting forth, by work element tasks, the planning priorities facing the metropolitan area and documenting the planning activities to be performed with funds available to CAMPO. The estimated expenditures and funding sources for carrying out the work are identified. The UPWP is a listing of planning activities to be performed by CAMPO staff in support of a continuous, comprehensive and coordinated transportation planning process. The UPWP also contains a listing of transportation planning activities performed by other agencies that will have regional significance.
 4. Congestion Management Process. The Congestion Management Process (CMP):
 - a. Provides information on the location and severity of current and future traffic congestion in the Capital area;
 - b. Makes recommendations for the best projects and programs to relieve congestion;
 - c. Is an ongoing process resulting in periodic update reports; and
 - d. Must be referenced when selecting transportation projects for inclusion in the long range plan and TIP.
- B. **REGIONAL TRANSPORTATION SYSTEM**. The Regional Transportation System is the continuous network of roadways and transit services that provides for movement and interchange of people and goods, primarily between local jurisdictions within the region. Included in the broadly defined Regional Transportation System are highways, parking and intermodal terminals, tollways, fixed-guideway transit lines, bus routes, taxi services, paratransit and ridesharing services, railroad facilities and general aviation and air carrier airports.
1. Regional Highway System. The regional highway system includes principal and minor arterials, highways, tollways, truck terminals, parking facilities and ridesharing services that make up the system for travel by automobile or truck.

2. Regional Public Transportation System. The regional public transportation system includes all fixed-guideway facilities, bus routes, paratransit and taxi services operated by public or private entities.
 3. Regional Airport System. The regional airport system is the collective group of airports and heliports in the urbanized area that provide terminals for commercial air travel, general aviation and air cargo.
- C. **METROPOLITAN AREA**. The Metropolitan Area is that portion of Travis, Williamson, Hays and surrounding counties expected to be principally urbanized by the appropriate planning horizon (approximately 20 years).
1. Metropolitan Statistical Area. A metropolitan statistical area (MSA) is a geographic entity defined by the U.S. Office of Management and Budget (OMB) for use by federal statistical agencies in collecting, tabulating and publishing federal statistics. The general concept of a MSA is that of a core area containing a substantial population nucleus, together with adjacent communities having a high degree of economic and social integration with that core. The largest city in each MSA is designated a "principal city." Additional cities qualify if specified requirements are met concerning population size and employment. The title of each MSA consists of the names of up to three of its principal cities and the name of each state into which the MSA extends.
 2. Metropolitan Area Boundary. The boundaries of a metropolitan planning area (MPA) shall be determined by agreement between the MPO and the Governor. At a minimum, the MPA boundaries shall encompass the entire existing urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. The MPA boundaries may be further expanded to encompass the entire metropolitan statistical area or combined statistical area, as defined by the Office of Management and Budget.
- D. **FEDERALLY DESIGNATED URBANIZED AREA**. An Urbanized Area is a statistical geographic entity designated by the Census Bureau, consisting of a central core and adjacent densely settled territory that together contain at least 50,000 people, generally with an overall population density of at least 1,000 people per square mile.
- E. **PRIMARY MEMBER**. A primary member is the principal individual appointed to represent an entity or group of entities on the CAMPO Transportation Policy Board.
- F. **ALTERNATE MEMBER**. An alternate member is the individual appointed to represent an entity or group of entities on the CAMPO Transportation Policy Board in the absence of the primary member. An alternate:
1. Can participate in discussions and cast votes whenever the primary member is absent;
 2. Will count toward a quorum in the absence of the primary member; and
 3. Is encouraged to attend meetings on a regular basis so as to be knowledgeable on issues and prepared to vote should the primary member be unable to attend a particular meeting; and
- G. **PUBLIC PARTICIPATION PROGRAM**. The transportation planning process includes the development of a Public Participation Program. The Program is intended to:
1. Include all area citizens, groups, agencies and transportation providers;
 2. Provide complete information, timely public notice and full public access to key decisions;
 3. Support early and continuing involvement of the public in developing plans and programs including the Long Range Transportation Plan and Transportation Improvement Program;
 4. Integrate the concerns of a wide variety of involved parties and encourage involvement in the regional transportation planning process;
 5. Promote education of transportation issues; and
 6. Provide opportunities for citizens to contribute ideas and voice opinions early and often, both during and after preparation of draft plans and programs.

- H. METROPOLITAN PLANNING ORGANIZATION. A Metropolitan Planning Organization (MPO) is defined in Federal Transportation Legislation (23 USC 134(b) and 49 USC 5303(c)) as the designated local decision making body that is responsible, together with the state, for carrying out the metropolitan transportation planning process. A MPO must be designated for each urban area with a population of more than 50,000 people (i.e., for each Urbanized Area defined in the most recent decennial Census).
- I. FISCAL AGENT. The Fiscal Agent will provide supportive services as outlined in a mutually approved operational policy agreement between CAMPO and the fiscal agent.
- J. ROBERT'S RULES OF ORDER. Robert's Rules of Order is the recognized guide on parliamentary procedure and how to hold smooth, orderly and fairly conducted meetings. The most recently published edition of Robert's Rules of Order will be the basic parliamentary guide for CAMPO meetings. If there is a divergence between these Bylaws and Robert's Rules of Order, the Bylaws will govern the situation.

3. ORGANIZATION

- A. TRANSPORTATION POLICY BOARD. The Transportation Policy Board (TPB) will be the forum for cooperative transportation decision making in the Capital area and will furnish policy guidance and direction for CAMPO. The TPB is comprised of elected officials of state government or their designee, elected officials of general-purpose local government and representatives of transportation agencies who have responsibility for project implementation within the Capital area. The TPB has responsibility for the total transportation process including, but not limited to, review and approval of the recommended Long Range Transportation Plan and Transportation Improvement Program.
 - 1. Functions. The representative functions of the TPB are as follows:
 - a. Provide direction to and policy guidance for the regional transportation planning process
 - b. Annually certify the coordination, comprehensiveness and continuity of the regional transportation planning process
 - c. Ensure the Unified Planning Work Program, the Long Range Transportation Plan and the Transportation Improvement Program are developed in accordance with requirements of federal statutes and regulations.
 - d. Review the Transportation Improvement Program and Long Range Transportation Plan to ensure that transportation projects do not reasonably exceed the funding that currently seems likely to be available for the Capital area.
 - e. Select projects for those funding programs authorized by federal law or requested by the state according to specified procedures. This may include, but is not limited to:
 - 1. Transit Section 5307--Urbanized Area Formula Program
 - 2. Surface Transportation Program--Metropolitan Mobility (STP-MM)
 - 3. Congestion Mitigation and Air Quality Improvement Program
 - 4. TxDOT's Unified Transportation Program - Projects selected for funding are programmed through a coordinated effort involving the MPO and TxDOT's Austin District
 - 5. Statewide Transportation Enhancement Program - Projects are non-roadway in nature and are regionally significant.
 - f. Identify regional corridors and associated needs in the Long Range Transportation Plan
 - g. Review the limits of the planning boundary and make recommendations for revisions that are considered appropriate.
 - h. Maintain a public involvement program that optimizes public participation and periodically review the program for possible enhancements.
 - i. Ensure planning processes are done in cooperation and consultation with the state, local governments, transportation providers and implementing agencies.
 - j. In accordance with TxDOT schedules, adopt and forward to the Texas Department of

Transportation a staged multiyear Transportation Improvement Program that includes projects in or serving the urbanized area, initiated by the implementing agencies and consistent with the Long Range Transportation Plan.

- k. Receive recommendations and reports from MPO staff, the standing or ad hoc committees, ex-officio members, other committees, task forces and members of the general public.
 - l. Perform necessary personnel actions regarding the CAMPO Executive Director, including but not limited to:
 - 1. Appoint
 - 2. Evaluate
 - 3. Counsel
 - 4. Remunerate
 - 5. Terminate, if necessary.
 - m. Adopt bylaws that provide the framework for conducting the business of the TPB.
2. Membership.
- a. Voting Membership. Each entity that appoints a member shall designate its representatives and alternates to the Transportation Policy Board and, when necessary, fill vacancies among its members on the Board. Entities selecting elected members of the Transportation Policy Board shall assure racial and ethnic minority representation on the Board that reflects the minority population of each county, to the maximum extent possible. Changes to the voting membership may be made only if approved by **three-fourths** vote of the Policy Board membership.
 - b. Membership on the Transportation Policy Board will consist of:
 - 1. Four members from the Austin City Council;
 - 2. One member from the Round Rock City Council;
 - 3. One member from the Cedar Park City Council;
 - 4. One member from the San Marcos City Council;
 - 5. One elected official each from the small cities within the **three** counties in the CAMPO region, selected by the respective **three** Commissioners Courts in a manner determined by each Commissioners Court;
 - 6. Three members of the Travis County Commissioners' Court;
 - 7. One member of the Williamson County Commissioners' Court;
 - 8. One member of the Hays County Commissioners' Court;
 - 9. One State Senator from a senate district that includes territory in the CAMPO area, selected by the unanimous agreement of all such Senators; and in the absence of agreement, the Senator elected from the senate district that has the largest population residing in the CAMPO area;
 - (i) alternately, all such Senators may agree to appoint an individual to serve on their behalf for a period designated by the Senators, such period not to be less than six months. An eligible person:
 - 1. is not required to register as a lobbyist under Chapter 305, Government code and
 - 2. would not be deemed to have a conflict of interest under Chapter 171, Local Government Code, regardless of their status as a "local public official" as defined therein.
 - 10. Two State Representatives:
 - (i) One State Representative from a district representing Williamson County, selected by the majority vote of all State Representatives elected from districts in Williamson County; and
 - (ii) One State Representative from a district representing Travis County, selected by the majority vote of all State Representatives elected from districts in Travis County; and
 - (iii) If the Senator on the Transportation Policy Board is from a district representing Williamson County, both State Representatives who serve on the Transportation

- Policy Board shall be from Travis County districts; and
- (iv) If after three ballots to select a State Representative from either Williamson or Travis County no candidate receives the votes of a majority of the State Representatives from that county, the Chairperson of the Transportation Policy Board will select the State Representative to serve on the committee by random drawing from the names of candidates who received two or more votes in the final ballot, or from the names of all candidates if no candidate received more than one vote.
11. One representative from the Capital Metropolitan Transportation Authority; and
 12. One representative from the Texas Department of Transportation Austin District.
 13. Once a CAMPO member city reaches a population of 50,000 persons or more, as determined by the U.S. Census Bureau in its most recent annual population estimate, a City Council Member from that city shall be added to the Transportation Policy Board.
 14. Additional counties joining CAMPO will have one member each from the respective Commissioners Court selected in a manner determined by each Commissioners Court.
- c. Ex-officio Non-voting Members. In addition to the voting members, the Transportation Policy Board may extend an invitation to others to be ex-officio non-voting members who may participate in discussions and deliberations. Attendance at meetings by these individuals will not count toward a quorum of the Transportation Policy Board.
 - d. Voting Alternates. A member of the Transportation Policy Board may designate an alternate to exercise some or all of that member's authority as a member of the TPB. A TPB member who also serves as an alternate for another member may vote once in each capacity.
 1. If the designated alternate is not a member of the TPB, the alternate's presence will count toward a quorum and the alternate may vote on any matter authorized by the designating TPB member. An alternate may vote on behalf of only one (1) designating TPB member.
 2. A TPB member who designates an alternate will give written notice of the alternate's name and voting authority to the TPB Chair prior to the first meeting for which the alternate is designated. The authority of an alternate will continue until it is rescinded or changed by written notice from the designating TPB member to the Chair.
 3. The following TPB members may designate an alternate:
 - (i) A member of the Legislature may designate as an alternate another TPB member who is an elected official. This alternate's presence will not count toward a quorum.
 - (ii) A local elected official who is not a member of the Legislature may designate as an alternate an elected official appointed by the same governmental body as the designating TPB member.
 - (iii) A TPB member who is not an elected official may designate an alternate who is employed by or who serves on the Board of the organization represented by that TPB member.
 - e. Selection and appointment of local elected officials. Appointees will provide to the Executive Director of CAMPO a copy of the resolution appointing them prior to participating in a meeting.
 1. Representatives of individual cities and counties will be currently serving as an elected official on the governing body they represent and will be appointed by and serve at the pleasure of the appointing city councils and commissioners' courts, respectively.
 2. A person representing a small city:
 - (i) Will be selected by the Commissioners' Court of the county in which is city is located;
 - (ii) Must be a current elected official of the city; and
 - (iii) Will serve a two-year term beginning in June or the first meeting after the resolution is passed appointing the representative. The Court shall have discretion to reappoint or rotate the position among the small cities in the county on a

- regular basis. The city must be located within the CAMPO Planning boundary.
- f. Changes in the Planning Boundary. When the Governor, based on the input from the Transportation Policy Board, modifies the planning boundary, membership eligibility will be reevaluated based, in part, on the new demographic profile of the planning boundary.
 - g. Filling vacancies. Each Transportation Policy Board (TPB) member entity will designate its TPB representatives and, when necessary, fill vacancies in a timely manner. Entities selecting elected officials as TPB members will, to the maximum extent possible, ensure their representatives reflect the demographic characteristics of the population of each county.
 - h. Responsibilities of Transportation Policy Board (TPB) members. It is the responsibility of the TPB members to inform and discuss policies and actions of the TPB with their appointing body and/or with constituencies they are appointed to represent.
3. Standards of Conduct and Ethics Policy. All TPB members must adhere to Chapter 171 of the Local Government Code and to the Code of Ethics from their respective local governments and public agencies.
- a. All members of the TPB have a fiduciary duty to be ethical in fulfilling their responsibilities. Ethical conduct includes, but is not limited to, behavior that is in compliance with applicable local, state and federal laws. Toward that end, and in compliance with § 472.034 of the Texas Transportation Code, the TPB adopts the following Ethics Policy as part of its bylaws:
 - b. Since ethical conduct means more than complying with state and federal laws, the TPB strongly encourages all of its members to maintain the highest personal values and standards. To that end, TPB members as a minimum:
 - 1. Will not accept or solicit for personal financial gain, any benefit that might reasonably tend to influence them to act improperly in the discharge of official duties, or that may tend to give the appearance of improper influence;
 - 2. Will not transact any business on behalf of the TPB with any business entity of which they are officers, agents, members or employees, or in which they have a financial interest
 - 3. Will not participate in making or influencing any TPB decision or action in which they know that they have any financial interest
 - 4. Will not utilize CAMPO resources for personal benefit or the personal benefit of a relative, friend or business associate, except to the extent that the benefit received is strictly incidental to the performance of official duties, or to the extent that the person is entitled by law to obtain public services from CAMPO.
4. Attendance. Consistent and regular attendance is critical to ensure all TPB members are knowledgeable of issues coming before the TPB. The intent is for TPB members to routinely allocate time to attend and participate in TPB meetings. Records of attendance of TPB meetings will be kept and presented monthly as part of the minutes. These records will be sent to the represented local governments quarterly. Entities with TPB members who have missed at least three consecutive meetings or at least four meetings in the preceding twelve months will be notified and the appointing bodies will be asked to review the continued service of their representatives.
5. Quorum. At least 50 percent plus one of the voting members of the TPB must be present at meetings for the TPB to take action. Any action involving a vote of TPB members requires a quorum to be present at the time of the vote. The calculation of quorum is based on the current number of named voting representatives for TPB slots. If a TPB slot is vacant, the quorum calculation excludes that slot.
6. Officers.
- a. Eligibility. Only elected public officials serving on the TPB are eligible to be officers.

- b. Chair and Vice Chair. The TPB will elect a Chair and Vice Chair for a term of one year. Elections will be held at the first TPB meeting of each calendar year. The Chair will be the chief administrative officer of the TPB, will preside over TPB meetings and will have execution authority on all CAMPO policy documents after TPB action. The Vice Chair will serve in the same capacity in the absence of or upon the request of the Chair.
- c. Absence of Chair and Vice Chair. In the event that neither the Chair nor Vice Chair is available to preside over a TPB meeting, the Executive Director will convene the meeting and a quorum of the TPB members will elect a temporary Chair as the first order of business. The temporary Chair will serve as the presiding officer until the conclusion of that meeting or until the arrival of the Chair or Vice Chair.
- d. Filling unexpired terms for TPB officers. In the event that the TPB Chair cannot continue to serve at any time during the term of election, the Vice Chair will automatically become the Chair. A vacancy in the office of the Vice Chair will be filled by the TPB in the first meeting after the vacancy becomes known. In the event that both offices of Chair and Vice Chair become vacant during the same time period, new officers will be elected at the next regularly scheduled meeting of the TPB, with nominations from the floor.

7. Meetings.

- a. Open Meetings. All TPB meetings will be held as open meetings in accordance with the provisions of the Texas Government Code.
- b. Notice of Meetings. Written notice of the TPB meeting, the agenda and all supporting documents will be transmitted to the TPB members, made available to the major news media and listed on the CAMPO web site at least five (5) days prior to the meeting.
 - 1. Notice of Meetings shall comply with Chapter 551 Subchapter C, Government Code regarding Notice of Meetings.
 - 2. Meeting agendas will be posted with the Secretary of State, on the CAMPO website, at the main CAMPO office and with the county clerk of each county within the Metropolitan Statistical Area in which CAMPO is located.
 - 3. Posting records will be retained by CAMPO for a minimum of five years.
- c. Number of Meetings. At least one TPB meeting will be held quarterly, but the TPB will meet as often as necessary for the purpose of transacting the business at hand.
- d. Meeting Dates, Times and Location. The Chair will establish the dates, location and times of meetings and will designate this information in the written notice of the meetings as well as the business to be transacted or considered.
- e. Agendas
 - 1. All members can recommend items to be placed on a future agenda.
 - 2. If the Chair does not include that item on the agenda, the member may petition the Executive Committee to require the item to be placed on a future agenda.
- f. Public Participation in Meetings. Public participation in meetings will be as follows:
 - 1. Only those agenda items posted for public hearing or for action are eligible for public comment
 - 2. If action is required on an item that has already been the subject of a public hearing before the Transportation Policy Board, no public comment will be taken. Before action is taken on an item that has not already been the subject of a public hearing before the Transportation Policy Board, public comment will be taken.
 - 3. Persons wishing to comment on a specific agenda item must:
 - (i) Fill out the card provided by the CAMPO staff
 - (ii) Present the card to the appropriate CAMPO staff member before consideration of the item begins
 - (iii) Specify the item on which they will comment
 - (iv) Include the speaker's name, address and whom they represent
 - (v) Speakers are limited to three minutes
 - (vi) A speaker's time may not be assigned to another speaker
 - (vii) Speakers are expected to maintain proper decorum and exhibit respect for TPB

and committee members.

4. Citizens Communications Agenda Item. Persons wishing to address the TPB about issues not on the agenda will have an opportunity to offer their comments during the "Citizens Communication" agenda item. No more than ten (10) people may address the TPB during Citizens Communication at any given meeting. Order preference will be given to individuals who have not spoken at two of the prior five Policy Board meetings. A speaker's time may not be assigned to another speaker. Persons wishing to speak during "Citizens Communication" must:
 - (i) Contact the CAMPO staff via phone, electronic mail, facsimile transmission or in person during the time period that begins at 9:00 a.m. on the 6th day before the TPB meeting at which they wish to speak and ends at 4:30 on the day of the TPB;
 - (ii) Specify the topic on which they wish to address the TPB;
 - (iii) Limit comments to three minutes;
 - (iv) Maintain proper decorum and exhibit courtesy and civility towards all parties present; and
 - (v) Because the Open Meetings Act prohibits members of the Board and CAMPO staff from deliberating issues not on a properly posted agenda, addressing individual members of the Board or CAMPO staff is not recommended during Citizens Communication. Individual members of the Board or CAMPO staff may however provide factual information in response to issues raised in Citizens Communication.
- g. Summary Minutes. Summary Minutes of the TPB meetings will be kept, submitted to TPB members for approval and made available to the public.

B. STANDING COMMITTEES. The chair of the Transportation Policy Board can create standing committees to explore specific topics and advise the TPB on operational, mobility and financial issues.

1. Executive Committee. The Executive Committee (EC) is a standing committee of the Transportation Policy Board.
 - a. Membership. The EC will consist of the TPB Chair and Vice Chair and members representing the jurisdictions of the TPB. The members of the EC will be appointed by the Chair of the Transportation Policy Board at the first meeting of each calendar year. The membership of the EC shall not exceed one less than a quorum of the TPB. At a minimum, the EC will include representation from each of the following jurisdictions:
 1. Texas Department of Transportation
 2. City of Austin
 3. Travis County
 4. Williamson County
 5. Hays County
 6. Capital Metropolitan Transportation Authority

A three-fourths majority of the TPB is required to amend this subsection.

- b. Functions.
 1. The EC will function as a subcommittee of the TPB for the purposes of considering discretionary membership and voting distribution on the TPB. Upon a recommendation by the EC, the TPB shall consider ratification of the EC recommendation. Ratification is achieved by a three-fourths majority of the TPB. A three-fourths majority of the TPB is required to amend this subpart.
 2. With the exception of the above authority, regarding membership and voting distribution, the EC will have no distinctive powers unless directed by the TPB. Assigned duties or functions may include:
 - (i) Serving as a standing committee of the TPB
 - (ii) Evaluating proposed policies
 - (iii) Performing administrative functions that are delegated by the TPB
 - (iv) Recommending TPB actions for amendments to the TIP

- (v) Conducting an annual performance evaluation of the Executive Director
- (vi) Responding to requests from the TPB with recommendations for action or information
- (vii) Reviewing requests for substantial work by CAMPO staff beyond what is included in the approved Unified Planning Work Program and make recommendations to the TPB.

2. Technical Advisory Committee. The Technical Advisory Committee (TAC) is a standing committee of the Transportation Policy Board and provides technical advice and recommendations to the TPB. The TAC is comprised of CAMPO member agency staff members as well as other appropriate planning professionals. The TAC membership is not required to mirror the TPB membership. Specific responsibilities and functions of the TAC are delineated in the TAC Bylaws. The TAC operates under a separate set of bylaws that provides a full delineation of TAC functions and membership.
 - a. TAC Membership. It is the responsibility of the appointing authority to see that the TAC member is a person who:
 1. Is authorized to speak and to act in the interest of his/her public entity in making recommendations to the TPB
 2. Can review technical documents that come before TAC
 3. Can maintain a regional perspective
 - b. Principal Functions. The TAC's principal purpose is to advise the TPB in its development of:
 1. The long-range metropolitan transportation plan
 2. The Transportation Improvement Program, including review of and recommendations on candidate projects
 3. The Unified Planning Work Program
 4. Other transportation planning activities, as directed.
 - c. The appointing authority is responsible for advising his/her TAC representative(s) of the importance of regular participation in TAC activities and can change the representative(s) as needed.
 - d. TAC membership does not mirror the membership of the TPB and can include planning professionals whose organizations are not represented on the TPB.

C. **OTHER COMMITTEES.** The Chair of the Transportation Policy Board will determine and establish necessary other committees for the conduct of CAMPO business. The Chair, with the advice and consent of the Executive Committee, may establish committees as needed; committees can be composed of TPB members, partner agency staff members or other transportation stakeholders. The committees will have a clearly defined purpose and will report findings and recommendations to the TPB in a timely manner.

1. **Membership.** Members of other committees are appointed by the TPB Chair with the advice and consent of the Executive Committee. Membership of each committee can include persons who are not TPB members but who have expertise that would be beneficial to the planning process.
2. **Other Committees.** The following rules govern the operations of other committees.
 - a. Committees will perform tasks and functions as requested by the TPB Chair, with the advice and consent of the Executive Committee.
 - b. **Officers.** The Chair and Vice Chair for the committee will be designated by the TPB Chair.
 - c. **Meetings.** Meetings of a committee are held as necessary to perform the tasks and functions assigned to the committee. The Chair of the committee calls such meetings, as necessary, and will notify all committee members of the time, date and place of the meeting.
 - d. **Support.** CAMPO staff will provide committee support as needed.

D. **CAMPO STAFF.** CAMPO staff is led by an Executive Director who is selected by and responsible

solely to the TPB. Among its responsibilities, the CAMPO staff will:

1. Perform activities as requested by the TPB;
2. Develop and maintain required documents and reports;
3. Develop detailed transportation studies, as requested by the TPB;
4. Develop and maintain accurate data as it relates to regional transportation planning and/or air quality issues; and
5. Provide staff support to the TPB and its various committees
6. CAMPO Staff. The following rules govern the operations of the CAMPO Staff:
 - a. Direction. The CAMPO Executive Director will be selected by the Transportation Policy Board (TPB).
 - b. Management. The CAMPO Executive Director will manage people, processes and activities as necessary to perform the work outlined in the Unified Planning Work Program (UPWP).
 - c. Funding. The budget of the CAMPO office must be consistent with the UPWP.
 - d. CAMPO Executive Director. The CAMPO Executive Director will be selected and appointed by the TPB to work in close cooperation with representatives of the state, local governments and agencies within the CAMPO region and to provide leadership to the CAMPO staff. The primary representative duties of the CAMPO Executive Director will be as follows:
 1. Advise the TPB on consistency of the CAMPO work program and TPB actions with applicable federal and state laws and regulations
 2. Maintain liaison and act in an advisory capacity to the TPB
 3. Coordinate and maintain liaison with the staffs of the agencies participating in the CAMPO transportation planning process
 4. Coordinate the development of the Unified Planning Work Program (UPWP), Long Range Transportation Plan, Transportation Improvement Program (TIP) and other plans and programs in cooperation with participating agencies
 5. Report to the TPB on the status of the transportation planning process and recommend special studies and revisions to the Long Range Transportation Plan, TIP, UPWP and other plans and programs
 6. Lead and manage the CAMPO staff and direct the activities of all personnel hired or contracted with CAMPO as identified in the UPWP.
 - e. CAMPO Staff. The representative duties of the CAMPO staff are to:
 1. Provide day-to-day support for CAMPO functions and to the TPB and
 2. Perform professional transportation planning related activities.

4. PUBLIC PARTICIPATION PROGRAM

The Long Range Transportation Planning process includes the development of a Public Involvement Program and staff procedures. The Program is intended to include all Capital area citizens, groups, agencies and transportation providers in a transportation effort that is proactive and supports early and continuing involvement of the public in developing plans and programs including the Long Range Transportation Plan and Transportation Improvement Program. CAMPO will provide complete information, timely public notice and full public access to key decisions. The Public Involvement Program will integrate input from a wide variety of involved parties and encourage and provide for the greatest level of education of transportation issues. The program will provide opportunities for citizens to contribute ideas and voice opinions early and often, both during and after preparation of draft plans and programs.

5. BYLAWS

- A. Changes in the Bylaws. Changes in Bylaws must be presented at one regularly scheduled Transportation Policy Board (TPB) meeting and voted on at a following regularly scheduled TPB meeting. These Bylaws may be revised by a simple majority of the TPB, **except as provided herein**, at a meeting at which a quorum, as defined herein, is present. The TPB Chair will vote on Bylaw changes.

- B. Adoption of Bylaws. These Bylaws will be in full force and effect only at such time as they have been approved by a simple majority vote of the TPB at a meeting at which a quorum, as defined herein, is present and after all of the signatories of the Joint Powers Agreement have voted to dissolve that Agreement.
- C. Review of Bylaws for Possible Revisions. These Bylaws are intended to provide rules and procedures to ensure the orderly function of the regional transportation planning process in the Capital area. The Bylaws should be reviewed for possible revisions following receipt of the U.S. Census and five years later, at a minimum.
- D. Previous Actions on Bylaws
 - 1. Adopted unanimously by the Capital Area Metropolitan Planning Organization Transportation Policy Board on June 10, 1996
 - 2. Revised by resolution on:
 - a. February 8, 1999
 - b. April 14, 2003
 - c. February 13, 2006
 - d. January 22, 2007